Date: September 02, 2020

American Embassy Kathmandu

Dear Prospective Offeror:

SUBJECT: Solicitation Number **19NP4020R9461 for LE Staffs Health Insurance Service**

The Embassy of the United States of America invites you to submit a proposal for locally employed staff health insurance coverage. The Embassy encourages prospective offerors to offer off-the-shelf plans that meet at least the minimum benefit levels required in this solicitation.

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors are invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the John A Nader, A/General Services Officer, American Embassy Kathmandu, Maharajgunj, Kathmandu, Nepal on or before ***October 07, 17:00 hours local time.*** No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33
2. Section B, Pricing Schedule;
3. Section B, Retention Amounts in B.3;
4. Section K, Representations and Certifications; and
5. Additional information as required in Section L.

Direct any questions regarding this solicitation to John A Nader, by email: NaderJA@state.gov during regular business hours.

Please note: Proposals that contain less than the minimum reimbursement levels or do not provide all benefit categories may be deemed technically unacceptable.

The successful offeror shall be registered in the SAM (System for Award Management) database https://www.sam.gov prior to contract award pursuant to FAR provision 5.207. Therefore, prospective offerors are encouraged to register prior to the submittal of their proposal. The guidelines for registration in SAM are also available at: https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

John A Nader
Contracting Officer